

JOB TITLE: RECORDS CLERK
DEPARTMENT: POLICE
REPORTS TO: CHIEF OF POLICE
LAST REVISED: NOVEMBER 2007

POSITION PURPOSE AND OBJECTIVES: Performs highly responsible administrative work in the Police Department. The Records Clerk position is a confidential position working closely with the Mayor and the Chief of Police often involving confidential labor relations issues and matters involving litigation. The Records Clerk ensures the smooth and efficient operation of the Records Division in accordance with Departmental rules and regulations and applicable Federal and State requirements. This individual must exercise sound judgment and initiative in the performance of duties. Work is performed under the general supervision of the Chief of Police.

ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

Responds to citizen's requests for service and information.
Prepares correspondence and reports, answers telephones, maintains files for Chief of Police, Mayor and Department.
Transcribes taped confidential information from investigative interviews and other general and technical topics.
Types departmental directives, prepares receipts of directives and distributes to appropriate persons.
Posts and delivers department mail.
Prepares monthly false alarm records and billing.
Serves as receptionist for citizens having business with the Department.
Performs timely and accurate data entry including, but not limited to, accident reports, overtime and budget information, alarm permits and billing for special assignments.
Monitors attendance records and maintains departmental personnel records including, but not limited to, new hires.
Orders office supplies and equipment as requested and controls disbursement.
Assists the Chief of Police with preparation of grant proposals and budget.
Prepares yearly reports and administrative updates for police officers to ensure MPOETC certification.
Compiles data for and prepares Uniform Crime Report.
Functions as liaison between Police Department and other Borough Departments as well as other government agencies.
Tracks delinquent parking tickets and forwards for collection.
Performs related duties as assigned by the Chief of Police and/or Mayor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Considerable knowledge of modern office practices, procedures and equipment; ability to type 50 words per minute; thorough knowledge of business English, spelling, arithmetic, knowledge of elementary bookkeeping; ability to take and transcribe dictation at a high rate of speed; knowledge of computer operations; ability to understand and follow complex oral and written instructions; ability to assume the responsibilities of the office in the absence of a supervisor; ability to compose or prepare replies to correspondence without dictation; ability to exercise good

judgment in handling citizen requests and complaints; ability to maintain complex clerical records and to prepare reports from such records; ability to act with tact and courtesy; ability to establish and maintain a good working relationship with supervisors, co-workers and the general public.

SUPERVISORY RESPONSIBILITIES: Supervises secretarial and clerical staff in the Police Department.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDENTARY) Prolonged sitting, light lifting of office materials, operation of personal computer, normal corrected vision and hearing.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Secretarial Sciences or graduation from an accredited Business School.

Experience: Local government experience of a responsible nature preferred or three years' experience as an Office Manager/Administrative Assistant or any equivalent training and experience which provides the necessary knowledge, skills and abilities.

(Subject to Revision)